

MEDICAL TRANSPORTER

One part-time, non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hope E. Laramore, Personnel Director
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Distribution Date: November 7, 2014

Closing Date: November 24, 2014 at 4:00 pm

POSITION ANNOUNCEMENT

POSITION:

MEDICAL TRANSPORTER

One part-time 24 hrs/wk, non-exempt position

LOCATION:

Donald A. LaPointe
102 Superior Ave.
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Assistant Health Administrator

SALARY:

Grade 3 (minimum starting wage = \$8.91/hour)

QUALIFICATIONS:

- High School Diploma or GED required.
- Must have excellent verbal, written, and be able to prepare reports.
- Must possess a valid Michigan Driver's License, with clean driving record.
- Must be courteous, polite & respectful.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Ability to maintain accurate and confidential records.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment physical and pre-employment drug test.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Provide transportation for patients to medical appointments per the KBIC DHHS transportation policy.
2. Maintain transportation log & schedule
3. Maintain vehicle mileage log
4. Keep transport vehicle clean, wash & maintained on an ongoing basis.
5. Schedule, log, wash, and maintain regular maintenance of transport vehicle on an ongoing basis.
6. Must be familiar and follow office policies and procedures including patient confidentiality and HIPPA requirements.
7. Other duties as assigned by supervisor.

This position announcements summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

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